

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 70-02.A

Subject:

DATE: 09/09/96

Sunset Review: 09/09/99

TRAVEL AND TRANSPORTATION OF FLETC
EMPLOYEES

1. PURPOSE. This directive prescribes regulations governing the performance of official travel by employees of the Federal Law Enforcement Training Center (FLETC) whose travel expenses are authorized under 5 U.S.C. 5701-5709. This directive also identifies guidelines to be used by supervisors to help reduce overall travel costs.

2. SCOPE. The provisions of this directive apply to the travel of all FLETC employees, contractor personnel, and other persons when travel expenses are reflected in costs paid by the government.

3. REFERENCES.

- a. Federal Travel Regulations, Chapter 301, as amended
- b. GSA Bulletin FPMR G176, Transportation and Motor Vehicles
- c. Treasury Travel Manual
- d. Treasury Directive 12-24
- e. FLETC New Employee Relocation Guide

4. CANCELLATION.

a. FD 70-02.A, Travel and Transportation of Center Employees, dated 01/14/92, is superseded.

b. FD 70-02.B, Use of Charge Cards for Frequent Travelers, dated 11/29/91, is cancelled by incorporation.

c. FD 70-02.D, Relocation Expenses, dated 1/18/90, is cancelled by incorporation.

d. Center Order 4, dated 6/14/95, is cancelled by incorporation.

5. POLICIES.

a. General.

(1) Only travel necessary to effectively accomplish the purposes of the Government will be authorized and, in each case, at a minimum cost. Employees in travel status are expected to exercise the same effort to minimize the costs of official travel as prudent persons would exercise when traveling on personal business. Costs of a personal nature, excess costs, costs of circuitous routes, delays, and luxury accommodations unnecessary or unjustified in the performance of a mission will be borne by the traveler.

(2) Travelers must use a General Services Administration contracted Travel Management Center for securing air transportation and processing unused tickets for refunds.

(3) Government Issued Credit Cards. All frequent travelers (individuals who travel on official business at least twice a year) should have a Government issued credit card. All employees are eligible for the card and are encouraged to apply to the Travel Office for one. Participating agencies shall determine and name employees who may be issued individual employee charge cards. If a traveler declines the credit card, or if a card has been revoked or turned in by an employee, the traveler is entitled to the same out-of-pocket expenses as a card holder. The credit card should be used for all per diem related expenses, including advances, meals, lodging, etc.

(a) The Government issued card is for OFFICIAL USE ONLY and should not be used for personal reasons. Payment of all charges is due in full immediately upon receipt of the bill by the traveler; accounts should not be allowed to become delinquent. Using the card for personal use or becoming delinquent may result in the revocation of the card and disciplinary action.

(b) Employees who are in the military reserve can use the card if they are sent TDY; it cannot be used while at the normal duty station. If used for military TDY, a copy of the orders MUST be forwarded to the Budget and Finance Division (BFD) so records can be reconciled with reports.

(4) Advance of funds request is limited to 80 percent of the estimated out-of-pocket expenses (expenses that cannot be charged and must, therefore, be paid using cash; e.g., meal and incidental expense allowance and miscellaneous expenses for taxis, tolls, parking, etc.).

(a) Authorizing officials are responsible for ensuring that requested travel advances are reasonable and for taking into account the use of Government issued charge cards when approving a travel advance request. A traveler's advance shall be reduced by the amount of any outstanding travel advance which should have been previously liquidated by the traveler.

(b) If an advance of funds is needed, travelers must complete blocks 17 and 18 of form FTC-BFD-8 and submit it to BFD at least 3 weeks prior to travel to allow BFD time to process the request. When time does not permit a traveler to obtain an advance of funds through normal fiscal procedures, a travel advance of not more than \$500 may be obtained from the Imprest Fund Cashier.

(5) Actual subsistence expense. The maximum per diem rate, although generally adequate, may be insufficient for a particular travel assignment because the actual and necessary subsistence expenses are unusually high due to special duties or events. Requests for actual subsistence expense by travelers must be approved by the appropriate office director prior to the travel occurring; requests by office directors must be approved by the Deputy Director.

b. A FLETC Travel Authorization, FTC-BFD-8, (also referred to in this directive as the travel request) is required for all travel except local and on-Center travel. (Local travel is official travel of less than 10 hours duration within an 85 mile radius of the FLETC.) Reimbursement for local and on-Center travel may be claimed using a Claim for Reimbursement for Expenditures on Official Business, SF 1164.

(1) All Continental United States (CONUS) and non-foreign travel (the States of Alaska and Hawaii, and Puerto Rico, the Mariana Islands, and the territories and possessions of the United States) will be requested by submitting a travel request.

(a) The Deputy Director, FLETC, or the Director, Office of Administration (ADM), shall sign as the Authorizing Official on travel requests submitted by the Director.

(b) The Director, FLETC, or the Director, ADM, shall sign as the Authorizing Official on travel requests submitted by the Deputy Director, FLETC.

(c) The Director or the Deputy Director shall sign as the Authorizing Official on travel requests submitted by office directors.

(d) Each office director shall sign as the Authorizing Official on all travel requests funded for their office by the FLETC. In addition, first line supervisors, branch and division chiefs, at the discretion of their office director, shall

have the authority to authorize all CONUS and non-foreign travel. This authority includes changes to travel itineraries utilizing Form FTC-BFD-8.

(2) Foreign Travel.

(a) The FLETC Washington Office (WO) will coordinate all requests for foreign travel with appropriate Department of Treasury and State Department officials and will advise travelers of changes to Department policy and procedures concerning reporting of hostile contacts. Procedures for foreign travel as outlined in the Treasury Travel Manual will be followed.

(b) The WO will be given a copy of any correspondence from the foreign government or of our international correspondence when any notification is made to either the Department of State or Department of Treasury.

(c) When travel is to a country that requires a visa, 1) the WO will be notified in adequate time to handle any significant situations; and 2) documents required by the country for visa processing (e.g., Letter of Invitation) will be obtained before requesting assistance from the WO.

(d) The Director, or the Deputy Director acting in the absence of the Director, must sign/approve all foreign travel.

c. Travel Vouchers (SF 1012).

(1) First line supervisors and above, as appropriate, have the authority and responsibility as Approving Officials to sign travel vouchers for travel expenses incurred by personnel under their jurisdictional area; and to forward them to the Travel Officer, BFD, for approval. This delegation includes authority (31 U.S.C. 680a) to certify that long distance telephone calls were necessary in the interest of the Government. By signing the voucher, the Approving Official states that the travel was authorized and was actually performed as shown on the voucher. Voucher approval does not relieve the traveler of any responsibility for the certification in block 13 nor does it certify that the expenses claimed are correct and allowable. Travelers are required to submit completed vouchers within 5 working days after returning to the duty station. The BFD will process the voucher within 10 days of receipt.

(2) Support to be submitted with travel vouchers (SF 1012) must include the following as appropriate: (1) Copy of approved form FTC-BFD-8; (2) copy of the travel company's transportation itinerary or the traveler's copy of any used Government Transportation request appropriately annotated to show the ticket costs; (3) traveler's copies of any used airline tickets as well as any unused airline tickets for

which the government is due a refund; (4) contracts or receipts for rental cars regardless of the amount; (5) receipts for lodging costs (hotel, motel, apartments, etc.) showing the daily room rate charges and the period of stay; (6) receipts for individual meals exceeding \$25, excluding tax and tip, claimed for reimbursement on an actual cost basis; (7) receipts for any category (e.g., telephone calls, parking fees, tolls, taxi fares, or other miscellaneous expenses) if the aggregate category total claimed, excluding any tax and tip, exceeds \$75; and (8) receipts for an expense, regardless of amount, which is non-travel related (film development, batteries, faxes, etc.).

(3) Before signing the voucher, the Approving Official must, to the extent practical, determine if: (1) the voucher is signed and dated; (2) the date, locations, and modes of travel conform to those specified in the travel order or, where situations foster deviations from the conditions contained in the travel order, complete and adequate justification is submitted; (3) the days shown as worked at a temporary duty location are correct; the arrival and departure times are recorded correctly; the annual leave, sick leave, and compensatory hours taken while in travel status are shown; (4) the mileage claims or common carrier costs for vicinity and local travel, and parking claims at airports, hotels, work sites, etc. were necessary and reasonable; (5) the certification required by the Hotel/Motel Fire Safety Act of 1990 (PL 101-391) is properly annotated at the bottom of Block 12 on the SF 1012; and (6) the appropriate receipts are attached.

(4) The Approving Official is not expected to disallow a claimed travel reimbursement but is expected to discuss any reservations about the propriety of claims with the staff member; and, if necessary, bring the claim to the attention of the appropriate office director or higher level official.

(5) The BFD, as Authorizing Official, shall determine the technical accuracy of travel vouchers following administrative approval by the appropriate supervisor.

d. Telephone Call Expenses. While in Government travel status for more than one night, employees are authorized to make one 5-minute call a day to their home or to a family member. The call should be charged on an FTS calling card which each office should have available for travelers. If an FTS calling card is not available or if local calls are made, the calls must be reflected on the travel voucher and annotated for official business.

e. Promotional Items and Frequent Traveler Benefits.

(1) All promotional materials, cash, merchandise, or gifts received by employees in conjunction with official travel may not be retained by the employee.

When an employee receives promotional material from any commercial source incident to official travel, the employee shall relinquish it to the BFD immediately upon completion of travel status.

(2) Frequent traveler benefits earned in connection with official travel must be used only for official travel. Employees may not retain and use such benefits for personal travel and must relinquish them upon retirement or separation from government service. Employees should not carry large balances of mileage credits, but should use them for government travel as soon as enough mileage is accrued for a free ticket.

f. Relocation. The FLETC complies with the relocation regulations provided by the FTR, various Comptroller General decisions, Treasury Travel Manual, and Bureau and Department Office Guides. Additional information is available in the "New Employee Relocation Guide."

g. All official travel at non-Federal expense must be authorized in advance. Requests with supporting justification must be submitted on form FTC-BFD-8. This type travel may be approved by the appropriate office director only after legal review; Legal Counsel's review shall be noted on the travel authorization or accompanying documentation. All payments made from a non-federal source for an employee's or spouse's travel, other than payment in kind, must be made to the FLETC. All employees required to file an annual financial disclosure form must report the receipt of non-Federal travel on their SF 450 (Confidential Financial Disclosure Report) or SF 278 (Public Financial Disclosure Report).

6. RESPONSIBILITIES.

a. The BFD is responsible for providing procedural guidance on all travel related matters and for certifying that completed travel vouchers (SF 1012) are correct and proper for payment.

b. Officials who authorize, approve, or direct travel, or who review, certify, or otherwise authorize payment in reimbursement of travel expenses are expected to exercise due care and to practice economy in all matters involving travel costs. They shall, in each instance, determine the necessity for the proposed travel, the mode and class of transportation that is most advantageous to the Government, points to be visited, itineraries, and duration of the travel. As a minimum, they must: (1) carefully scrutinize each and every request to determine the cost effectiveness of the proposed travel and disapprove any request that does not strictly conform to Administration, Department, and FLETC policy; (2) not permit travel when the matter in question can

be resolved by mail, telephone, or the Washington Office; and (3) minimize the number of people who travel for a single purpose.

7. OFFICE OF PRIMARY INTEREST. Budget and Finance Division, Office of Administration.

Charles F. Rinkevich
Director